

Burns Paiute Tribe

Position Announcement



Patrol Officer – Full Time

Opens	Immediately
Closes	Until Filled
Salary	\$31,309.68
Work Schedule	As Assigned
Location	Burns Paiute Tribe Reservation Police Department

Supervisor: Police Chief or appointed Personnel

Position Overview

Investigates complaints and problems relating to the criminal and Traffic enforcement on the Burns Paiute Tribe Indian Reservation. Works under a community oriented policing concept. Does related work as required.

Duties

1. Conducts investigation and interrogations, gathers evidence and takes statements from offenders and witnesses.
2. Patrols roads, streets, and business areas on the Burns Paiute Reservation in the enforcement of traffic and Tribal criminal law incorporating community Policing concepts.
3. Maintain records and prepare reports necessary for efficient investigation, crime prevention, prosecution, and in conformance with office procedures.
4. Operates department equipment to include: computer, typewriter, copier, radar, and fax machines.
5. Makes arrests, books prisoners, transport prisoner to court, and transports prisoner to other jurisdictions.
6. Serves warrants of arrest and civil papers as needed.
7. Informs the public and answers inquiries regarding tribal laws and ordinances, rules and regulations. Performs crime prevention functions with the public.
8. Acts as desk officer as needed in receiving complaints, dispatching calls, and answering the general public questions.
9. Appears in court as a witness.
10. Maintains department equipment in good working order.
11. Assists outside agencies in emergencies.
12. Performs related duties as assigned.

Other Duties as Assigned

The duties listed above should not be construed to imply an exclusive standard of the position. Employee will be responsible to respond to other instructions and duties as specified by the supervisor, which may or may not be directly related to the position.

REQUIREMENTS AND QUALIFICATIONS:

To qualify for the position of Police Officer, applicant must have a minimum of:

1. Associate Degree in Police Science or related field.
2. BPSST Certified
3. Minimum of 6 years experience in the Police field preferred.
4. Must be of good reputation and have no record of any felony convictions or any record of activities that might bring discredit to the department.
5. No felonies or Domestic Violence Convictions
6. Must submit to and pass a U/A before hire.
7. Must be 21 years old

ABILITY TO: Learn a considerable amount of factual material relating to Tribal Laws and Ordinance, Procedures and Regulations, and apply this knowledge to on the job situations. Comprehend and interpret laws, ordinances, and regulations. Understand complex oral and written instructions and be able to act upon them accordingly. Analyze situations and to act upon them quickly and objectively and then determine the proper course of action. Prepare clear, concise, and comprehensive reports. Assist persons undergoing emotional stress or mental disorder while maintaining a professional and objective posture. Exercise the appropriate physical actions in the arrest and restraint of persons to ensure the safety of all persons. Establish and maintain a good working relationship with superiors, peers, subordinates, and general public. Conduct investigations, gathering evidence in a case, evaluate and analyze facts. Learn community Policing concepts and incorporate into daily work habits. Work varying shifts.

SPECIAL REQUIREMENTS: Completion of a First Aid/CPR course. Meet and maintain qualification standards as required by the Bureau of Indian Affairs, Department Policy, and the Department of Public Safety Standards and Training.

Indian Preference Shall Apply: Proof of Enrollment required.

Submittal Requirements: Submit application
Human Resources Department
Burns Paiute Tribe
100 Pasigo St.
Burns, OR 97720

FAX submittals will be accepted.

FAX (541) 573-2323

Application form may be obtained by contacting Human Resources Department, the receptionist or at <http://www.burnspaiute-nsn.gov/Application.pdf>.

For Additional Information Contact:

Human Resources Department
Tribal Administration Office
(541) 573-2088, X-236
kerry.opie@burnspaiute-nsn.gov